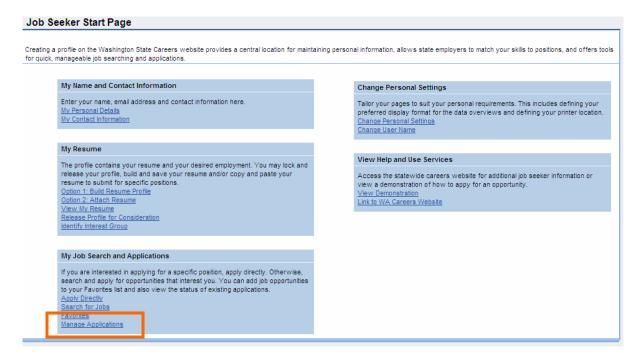
Manage Your Job Applications and Profile

You may update your profile, lock your profile, or check on the status of a job application at any time. If you choose, you can also withdraw an application.

Manage your Job Applications

On the Job Seeker Start Page click 'Manage Applications' under 'My Job Search & Applications'



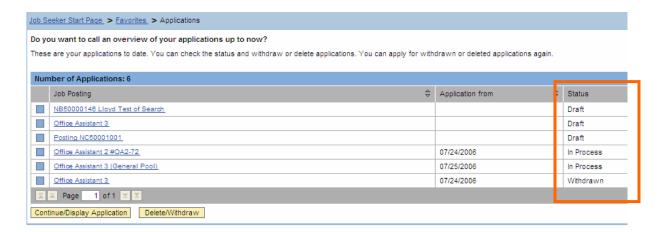
An overview of your applications will appear.

Look in the right column for the status of your applications. Those that are in draft status have not been submitted to us. Those marked 'In Process' have been received and are currently being evaluated.

Depending upon the recruitment and type of exam, you will see results from exams on your profile overview.

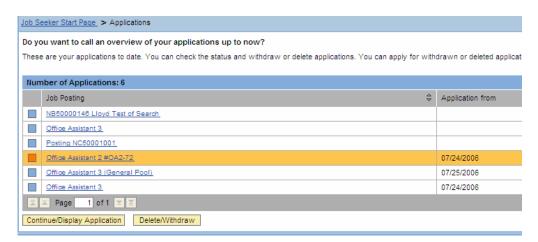
Requests for review of exam results must be made within twenty calendar days from when the score was made available. Individual score notices will not typically be sent out.

If you have withdrawn an application from consideration it will be marked as withdrawn.



Click on the blue box left of the job posting, then click the 'Continue/Display Application' button. You can either review the status of or complete your job application.

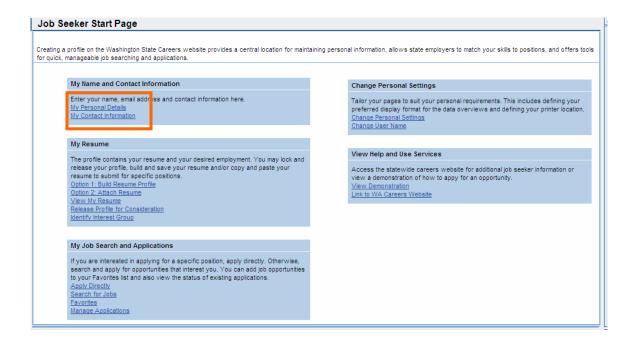
- If you need to complete the application, you will be taken to the application wizard.
- To delete an application highlight the specific job opportunity by clicking in the blue box left of the job posting then click 'Delete/Withdraw'



Managing/Updating your Personal Information

You can update your personal information and/or profile at any time.

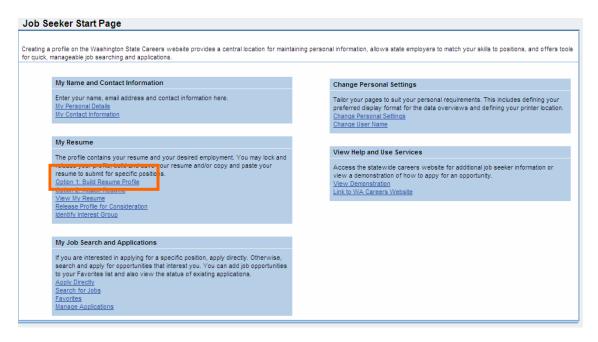
Click on the links in the 'My Name and Contact Information' box. Update your information and be sure to save your changes by selecting 'Save'.



Managing/Updating Your Profile

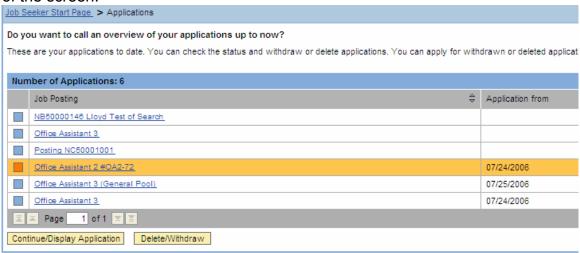
To update your employment, education or other information click on 'Option 1: Build Resume Profile'.

Keeping your profile current is important as recruiters will be searching for job seekers to fill vacancies as opportunities arise.



In your overview is a list of job applications. A date next to a job listing indicates that you have submitted an application on that date. If you are interested in a job and no date shows, you need to complete and submit an application.

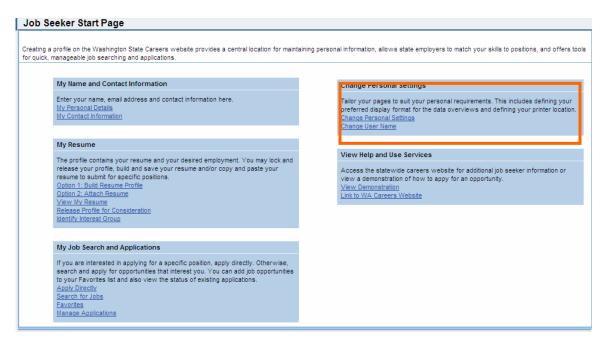
You can delete/withdraw or continue the application process by clicking in the blue box to highlight the job and clicking the applicable yellow box at the bottom of the screen.



Changing Personal Settings

Job seekers can tailor their personal pages. This includes defining the preferred display format and printer location.

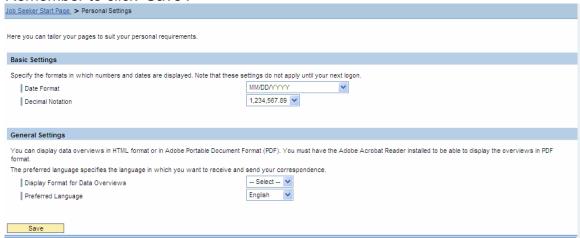
To change settings click on 'Change Personal Settings.



Select the format for your basic settings and general settings. Under 'Basic Settings' you can specify the format for dates and numbers. Under 'General Settings' you can display data overviews in either HTML or PDF. For best results, select PDF.

NOTE: You must have Adobe Acrobat Reader installed to be able to display the overview in PDF.

Remember to click 'Save'.



If you are not a state employee, you can change your User Name. Once you specify a new user name your current name is no longer valid. You will need to remember to enter your new name in order to log in next time.



If assistance is needed with this process, please contact the Department of Personnel at 360 664-1960 or send an e-mail to lnformation@dop.wa.gov

The state of Washington is an equal opportunity employer. Persons with a disability, who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211.

To view other Job Seeker help documentation close this document and return to our careers.wa.gov website.